



US Department of State
APPLICATION FOR A US PASSPORT BY MAIL

PLEASE DETACH AND RETAIN THIS INSTRUCTION SHEET
FOR YOUR RECORDS.

Date of Application:

FOR INFORMATION, QUESTIONS, AND INQUIRIES:

Please visit our website at ***travel.state.gov***. In addition, contact the National Passport Information Center (NPIC) toll-free at 1-877-487-2778 (TDD: 1-888-874-7793) or by email at NPIC@state.gov. Customer Service Representatives are available M-F 8AM-8PM EST (excluding federal holidays). Automated information is available 24/7.

CAN I USE THIS FORM?

Complete this checklist to determine your eligibility to use this form.

- | | | | | |
|--|--------------------------|-----|--------------------------|----|
| 1. I can submit my most recent US passport. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. I was at least 16 years old when my most recent US passport was issued. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. I was issued my most recent US passport less than 15 years ago. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. I use the same name as on my most recent US passport. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

— OR —

I have had my name changed by marriage or court order and
can submit proper documentation to reflect my name change.

**If you answered NO to any of the four statements above,
STOP - You cannot use this form!!!**

You must apply on application form DS-11 by making a personal appearance before a passport agent, postal clerk or clerk of court authorized to accept passport applications.

**See Instruction Page 2 for Detailed Information
on the Completion and Submission of this Form.**

INCOMPLETE OR UNACCEPTABLE APPLICATIONS WILL DELAY THE ISSUANCE OF YOUR PASSPORT.

WHAT DO I NEED TO SEND WITH THIS APPLICATION FORM?

1. Your most recent US passport
2. A marriage certificate or court order if your name has changed
3. Fee of \$67 (If requesting expedited service, the total fee will be \$127)
4. Two recent, color photographs

See below for more detailed information.

1. **YOUR MOST RECENT US PASSPORT.** Issued at age 16 or older in your current name (or see item #2 below) and issued within the past 15 years. If your US passport is damaged, you must apply on the DS-11 Application form as specified below.
2. **A MARRIAGE CERTIFICATE OR COURT ORDER.** If the name you are currently using differs from the name on your most recent passport, you must submit a marriage certificate or court order showing the change of name. The name change document **MUST** bear the official seal of the issuing authority. Uncertified copies or notarized documents cannot be accepted. All documents will be returned to you with your passport. If you are unable to document your name change in this manner, you must apply on the DS-11 Application form by making a personal appearance at (1) a passport agency; (2) any Federal or State court of record or any probate court accepting passport applications; or (3) a Post Office which has been selected to accept passport applications.
3. **THE FEE OF \$67.** Enclose the \$67 fee in the form of a personal check or money order. **MAKE CHECKS PAYABLE TO "DEPARTMENT OF STATE." THE FULL NAME AND DATE OF BIRTH OF THE APPLICANT MUST BE TYPED OR PRINTED ON THE FRONT OF THE CHECK. DO NOT SEND CASH.** Passport Services cannot be responsible for cash sent through the mail. By law, the fees are non-refundable.

For faster processing, you may request expedited service. Expedited requests will be processed in three workdays from receipt at a passport agency. The additional fee for expedited service is \$60. The additional fee for expedited service is \$60. **Therefore, if you choose to request expedited service the total cost of your US passport will be \$127.** Expedited service is available only in the United States.

If you desire SPECIAL POSTAGE SERVICE (overnight mail, special delivery, etc.) include the appropriate postage fee on the check or include a pre-paid envelope.

4. **TWO RECENT, COLOR PHOTOGRAPHS.** Submit two color photographs of you alone, sufficiently recent to be a good likeness of you (normally taken within the last six months), and 2x2 inches in size. The image size measured from the bottom of your chin to the top of your head (including hair) should not be less than 1 inch and not more than 1 3/8 inches. The photographs must be color, clear, with a full front view of your face, and printed on thin paper with plain light (white or off-white) background. They must be capable of withstanding a mounting temperature of 225 Fahrenheit (107 Celsius). Photographs must be taken in normal street attire, without a hat, head covering, or dark glasses unless a signed statement is submitted by the applicant verifying the item is worn daily for religious purposes or a signed doctor's statement is submitted verifying the item is used daily for medical purposes. Photographs retouched so that your appearance is changed are unacceptable. Snapshots, most vending machine prints, and magazine or full-length photographs are unacceptable. Digitized photos must meet the previously stated qualifications and will be accepted for use at the discretion of Passport Services. (Visit our website for details.)

NOTE: If you choose to provide your e-mail address in Item #15 on this application, Passport Services will only use that information to contact you in the event there is a problem with your application or if you need to provide additional information to us.

WHERE DO I MAIL THIS APPLICATION?

MAIL THIS FORM TO:

National Passport Center
Post Office Box 371971
Pittsburgh, PA 15250-7971

DELIVERY – Other Than US Postal Service:

Passport Service Lockbox
Attn: Passport Supervisor, 371971
500 Ross Street, Room 154-0670
Pittsburgh, PA 15262-0001

FOR INQUIRIES CONTACT:

National Passport Information Center
1-877-487-2778
For TDD: 1-888-874-7793
E-mail: NPIC@state.gov
Website: *travel.state.gov*

FEDERAL TAX LAW

Section 6039E of the Internal Revenue Code (26 USC 6039E) requires you to provide your Social Security Number (SSN), if you have one, when you apply for a US passport or renewal of a US passport. If you have not been issued a SSN, enter zeros in box #5 of this form. If you are residing abroad, you must also provide the name of the foreign country in which you are residing. The Department of State must provide your SSN and foreign residence information to the Department of Treasury. If you fail to provide the information, you are subject to a \$500 penalty enforced by the IRS. All questions on this matter should be directed to the nearest IRS office.

NOTICE TO CUSTOMERS MAKING PAYMENT BY CHECK

If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours, and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep the copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times and we will charge you a one-time fee of \$25, which we will also collect by EFT.

REMITTANCE OF FEES

31 USC 7701 requires persons "doing business" with a federal agency to provide their social security numbers to that agency. Because the Department of State collects fee for the provision of passport services to you, you are considered a person "doing business" with the Department. Passport service fees are established by law and regulation (see 22 USC 214, 22 CFR 22.1, and 22 CFR 51.61-66) and are collected at the time you apply for the passport service. If the Department fails to receive full payment of the applicable fees, because, for example, your check is returned for any reason or you dispute a passport fee charge to your credit card, the Department of State will take action to collect the delinquent fees from you under 22 CFR Part 34 and the Federal Claims Collection Standards (see 31 CFR Parts 900-904). In accordance with the Debt Collection Improvement Act (Pub.L. 104-134), if the fees remain unpaid after 180 days and no repayment arrangements have been made, the Department will refer the debt to the Department of Treasury for collection. Debt collection procedures used by Treasury may include referral of the debt to private collection agencies, reporting of the debt to credit bureaus, garnishment of private wages and administrative offset of the debt by reducing or withholding eligible Federal payments (e.g. tax refunds, social security payments, federal retirement, etc.) by the amount of your debt, including any interest penalties or other costs incurred.

In addition, non-payment of passport fees will result in the invalidation of your passport. An invalidated passport cannot be used for travel.

OTHER USES OF SOCIAL SECURITY NUMBERS

In addition to reporting your Social Security Number to Treasury and using it in connection with debt collection, the Department checks Social Security Numbers against lists of persons ineligible or potentially ineligible to receive a US passport.

PAPERWORK REDUCTION STATEMENT

You are not required to provide the information requested on this form unless the form displays a currently valid OMB number. We try to create forms and instructions that can be easily understood. Often this is difficult to do because our citizenship laws are very complex. The estimated burden time for this information collection is 40 minutes, which includes the time required to search existing data sources, gather the necessary data, complete and review this form, and provide and submit the form and any additional information required. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to us at: US Department of State (A/RPS/DIR) Washington, DC 20520.

IMPORTANT NOTICE TO APPLICANTS WHO HAVE LOST OR HAD A PREVIOUS PASSPORT STOLEN

A United States citizen may not normally bear more than one valid or potentially valid US passport at a time. It therefore is necessary to submit a statement with an application for a new US passport when a previous valid or potentially valid US passport cannot be presented with an application for a new passport. Your statement must detail why the previous US passport cannot be presented.

The information you provide regarding your lost or stolen US passport will be placed into our Consular Lost or Stolen Passport System. This system is designed to prevent the misuse of your lost or stolen US passport. Anyone using the passport book reported as lost or stolen may be detained upon entry into the United States. Should you locate the US passport reported lost or stolen at a later time, report it as found and submit it for cancellation. It has been invalidated. You may not use that passport for travel.

PROTECT YOURSELF AGAINST IDENTITY THEFT—REPORT YOUR LOST OR STOLEN PASSPORT!

For more information or to report your lost or stolen passport by phone, call NPIC or visit our website at travel.state.gov.

ACTS OR CONDITIONS

(If any of the below-mentioned acts or conditions have been performed by or apply to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement under oath (or affirmation) by the applicant should be attached and made a part of this application.) I have not, since acquiring United States citizenship, been naturalized as a citizen of a foreign state; taken an oath or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States, or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against, the United States, or conspiring to overthrow, put down, or to destroy by force, the Government of the United States.

PRIVACY ACT STATEMENT

AUTHORITIES: Collection of the information solicited on this form is authorized by Titles 8, 22, and 26 of the United States Code, whether or not codified, including specifically 22 USC 211 a et seq.; 26 USC 6039E, Section 236 of the Admiral James W. Nance and Meg Donovan Foreign Relations Authorization Act, Fiscal Years 2000 and 2001; Executive Order 11295 (August 5, 1966); and 22 CFR parts 50 and 51.

PURPOSE: The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a US passport.

ROUTINE USES: The information solicited on this form may be made available as a routine use to other government agencies to assist the US Department of State in adjudicating passport applications and requests for related services, and for law enforcement and administrative purposes. The information may be made available to foreign government agencies to fulfill passport control and immigration duties. The information may also be provided to foreign government agencies, international organizations and, in limited cases, private persons and organizations to investigate, prosecute, or otherwise address potential violations of law or to further the Secretary's responsibility for the protection of US citizens and non-citizen nationals abroad. The information may be made available to private US citizen 'wardens' designated by the US embassies and consulates. For a more detailed listing of the routine uses to which this information may be put, see the Prefatory Statement of Routine Uses and the listing of routine users set forth in the system descriptions for Overseas Citizen Services Records (State-05) and Passport Records (State-26) published in the Federal Register.

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: With the exception of your Social Security Number (see Federal Tax Law statement on Instruction Page 3), you are not legally required to provide the information requested on this form. However, failure to do so may result in Passport Services' refusal to accept your application or result in the denial of a US passport.

ELECTRONIC PASSPORT STATEMENT

Early in 2005, the State Department will begin issuing a new type of passport containing an embedded electronic chip and called an "Electronic Passport". The new passport will continue to be proof of the bearer's United States citizenship and identity, and will look and function in the same way as a passport without a chip. The addition of an electronic chip in the back cover will enable the new passport to carry a duplicate electronic copy of all information from the data page. The new passport will be usable at all ports-of-entry, including those that do not yet have electronic chip readers.

Use of the electronic format will provide the traveler the additional security protections inherent in chip technology. Moreover, when used at ports-of-entry equipped with electronic chip readers, the new passport will provide for faster clearance through some of the port-of-entry processes.

Issuance of this new passport will be phased in during an 18-month period. It is expected that by mid-2006 nearly all US passports will be issued in this new format. The new passport will not require special handling or treatment, but like previous versions should be protected from extreme bending and from immersion in water. The electronic chip must be read using specially formatted readers, and is not susceptible to unauthorized reading.

The cover of the new passport will be printed with a special symbol representing the embedded chip. The symbol "LOGO IMAGE" will appear in port of entry areas where the electronic passport can be read.

NOTICE TO APPLICANTS FOR OFFICIAL, DIPLOMATIC, OR NO-FEE PASSPORTS

You may use this application if you meet all of the provisions listed on Instruction Page 2, however you must CONSULT YOUR SPONSORING AGENCY FOR INSTRUCTIONS ON PROPER ROUTING PROCEDURES BEFORE FORWARDING THIS APPLICATION. Your completed passport will be released to your sponsoring agency for forwarding to you.



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WARNING: False statements made knowingly and willfully in passport applications including affidavits or other supporting documents submitted therewith, are punishable by fine and/or imprisonment under the provisions of 18 USC 1001, 18 USC 1542 and/or 18 USC 1621.

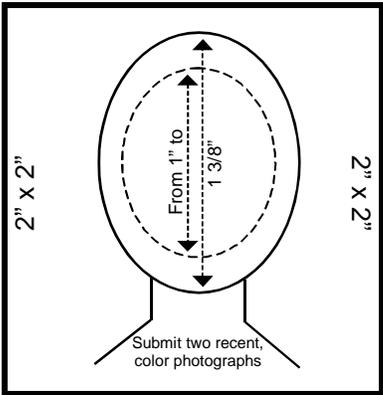
Issue Date
R D O DP
End. # Exp.

1. Name of Applicant
Last Suffix (Jr., Sr., III)
First Middle
2. Date of Birth (mm/dd/yyyy) 4. Sex
Male Female

3. Place of Birth (City & State OR City & Country) 5. Social Security Number (See Federal Tax Law Notice on Instruction Page 3)

6. Height 7. Hair Color 8. Eye Color 9. Occupation 10. Employer
Feet Inches

11. Mail My New Passport To:
Street / RFD # OR Post Office Box Apartment #
City State Zip Code
Country (if outside the US) In Care of (if applicable)
12. Permanent Address or Residence (If same as mailing address write "Same As Above")
Street / RFD # (DO NOT LIST P.O. BOX) Apartment #
City State Zip Code



13. Home Telephone (Include Area Code) 14. Business Telephone (Include Area Code) 15. E-Mail Address (Optional)

STOP You must submit your most recent US passport with this form! If you cannot submit your most recent US passport, apply on Form DS-11, Application For A US Passport.

16. Passport Information
Name in which most recent passport was issued
Most recent US passport number Issue date of most recent US passport

NAME OF APPLICANT (Last, First, Middle)

Date of Birth (mm/dd/yyyy)

17. Travel Plans

Date of Trip (mm/dd/yyyy)

Length of Trip

Countries to be Visited

18. Emergency Contact—Provide the information of a person not traveling with you to be contacted in the event of an emergency.

Name

Street / RFD #

Apartment #

City

State

Zip Code

Telephone ()

E-mail Address (Optional)

Relationship

NOTE: You must sign and date the application in the designated area below!

19. Oath & Signature

I declare under penalty of perjury that I am a United States citizen and have not, since acquiring United States citizenship, performed any of the acts listed under "Acts or Conditions" on the reverse of this application form (unless explanatory statement is attached). I solemnly swear (or affirm) that the statements made on this application are true and correct and the photograph attached is a true likeness of me.

X _____
Applicant's Signature

Date

DO NOT WRITE BELOW — FOR PASSPORT SERVICES USE ONLY — DO NOT WRITE BELOW

Evidence of Name Change

Marriage Certificate

Court Order

Document Issue Date

Place of Issue

Issuing Office/Court

Previous Name

Current Name

APPLICATION APPROVAL

FEE EXEC. EF OTHER